

## Cibik Law, P.C.

1500 Walnut Street, Suite 900  
Philadelphia, PA 19102

## INVOICE

Invoice # 1  
Date: 10/04/2024  
Due On: 11/03/2024

Lizette Sadie Tolentino  
1414 S Race St  
Allentown, PA 18103

### 2405-Tolentino

### Bankruptcy 24-11054

Date	Employee	Notes	Quantity	Total
03/21/2024	MAC	A106 Communicate (with client) B110 Case Administration: Initial Consultation - discussed objectives with client, performed an initial financial analysis, and answered questions.	1.50	\$525.00
03/28/2024	EJG	A103 Draft/revise B110 Case Administration: Drafted bankruptcy petition and SSN statement.	0.40	\$140.00
03/28/2024	IR	A111 Other B110 Case Administration: Filed bankruptcy petition and SSN statement.	0.10	\$15.00
04/08/2024	EJG	A103 Draft/revise B110 Case Administration: Drafted creditor matrix.	0.60	\$210.00
04/08/2024	IR	A111 Other B110 Case Administration: Filed creditor matrix.	0.10	\$15.00
04/11/2024	IR	A103 Draft/revise B110 Case Administration: Drafted and filed motion to extend time to file schedules.	0.20	\$30.00
04/24/2024	IR	A103 Draft/revise B110 Case Administration: Drafted and filed motion to extend time to file schedules.	0.20	\$30.00
05/06/2024	EJG	A104 Review/analyze B110 Case Administration: Reviewed credit report, paystubs, and other financial documentation.	1.00	\$350.00
05/06/2024	EJG	A103 Draft/revise B110 Case Administration: Drafted schedules, statements, and other documents.	2.50	\$875.00
05/06/2024	EJG	A103 Draft/revise B110 Case Administration: Drafted chapter 13 plan.	1.00	\$350.00
05/06/2024	EJG	A103 Draft/revise B110 Case Administration: Drafted means test.	0.10	\$35.00
05/06/2024	IR	A111 Other B110 Case Administration: Filed schedules, statements and other documents, chapter 13 plan, and means test.	0.10	\$15.00
06/25/2024	EJG	A109 Appear for/attend B150 Meetings of and Communications with Creditors: Represented debtor at 341(a) meeting of creditors.	0.40	\$140.00

10/04/2024	EJG	A103 Draft/revise B160 Fee/Employment Applications: Reviewed time slips and drafted fee application.	0.40	\$140.00
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**Quantity Subtotal 8.6**

Time Keeper	Position	Quantity	Rate	Total
Michael Cibik	Principal Attorney	1.5	\$350.00	\$525.00
Edward Gruber	Deputy Attorney	6.4	\$350.00	\$2,240.00
Ilesha Reid	Senior Paralegal	0.7	\$150.00	\$105.00

**Quantity Total 8.6**

**Subtotal \$2,870.00**

**Total \$2,870.00**

**Retainer (03/27/2024) -\$2,075.00**

**Balance Owing \$795.00**

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1	11/03/2024	\$2,870.00	\$2,075.00	\$795.00

**Outstanding Balance \$795.00**

**Total Amount Outstanding \$795.00**

Please make all amounts payable to: Cibik Law, P.C.

Please pay within 30 days.